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SOUTHERN COMFORT

The Mid-Atlantic Regional Archives Conference (MARAC) and the South Atlantic Archives and Records Conference (SAARC) will come together for the first time in the history of the two organizations for a joint meeting in Richmond, Virginia, April 25-27, 1985. In addition to presentations by members from the MARAC/SAARC regions, there will be speakers from three other states, Mississippi, Alabama, and Kentucky.

The joint program committee has selected "Managing Our Heritage" as the conference theme. Much of the program will address how we as professionals are "managing" at all levels.

The plenary session will feature Dr. Chong M. Pak, Professor and Chairman, Public Administration Department, Virginia Commonwealth University. He will provide an overview of effective management themes.

Featured on the program are three pre-conference workshops. The first of these is "Automated Techniques in Archives," scheduled for Wednesday, April 24 and continuing through Thursday. On Thursday, April 25, the other two workshops will begin. Due to the explosion of records being created and having to be dealt with, a full day is being devoted to a "Beginning Records Management Workshop." For the beginning archivist or manuscript curator,

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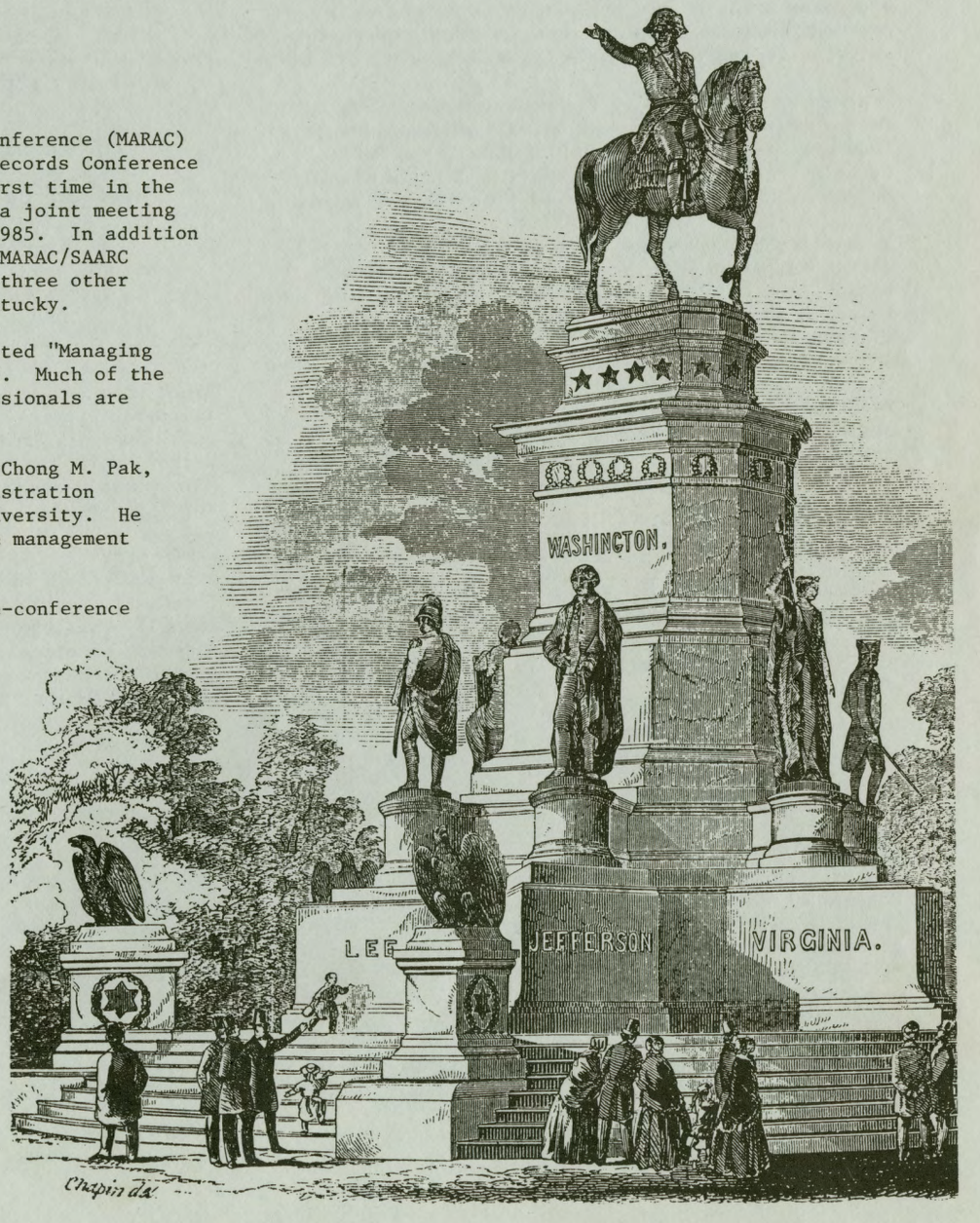

Equestrian Statue of Washington on the Capitol Grounds at Richmond. From Gleason's Pictorial, April 16, 1853.

SOUTHERN
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the "Preservation Survey Workshop" has been designed as an afternoon session.

This spring's program will feature a blending of ideas and experiences which will be of benefit to all. As the program goes to press, some of the session topics being offered are: preservation, photographs, micrographics, finding aids, disaster planning, archival education, computerized finding aids, managing educational records, getting published, burn-out, exhibits, local records, state needs assessment projects, freedom of information vs. privacy, "pumping paper", historical societies, museum archives, selling archives and records management, new technologies, and more. The program addresses areas of new and old concerns and will provide insight through management which may be the solution to the profession's dilemma.

History buffs will enjoy Richmond because the city is far more than the former Capitol of the Confederate States of America. The conference will be held in the new Richmond Marriott and is within walking distance of a number of historical delights.

A sampling includes the State Capitol, designed by Thomas Jefferson, the home of John Marshall, the nation's first Chief Justice, and the Maggie L. Walker House, home of the first black female bank organizer and president and publisher of the *St. Luke Herald Newspaper*.

The Local Arrangements Committee urges everyone to arrive early to participate in the workshops, attend the ARMA seminar, enjoy the scheduled tours, or take advantage of the special Virginia Garden Week activities.

The members of the Program Committee are: Lucious Edwards, Jr., co-chair for MARAC, Louis Manarin, co-chair for SAARC, Sharon Avery, Jim Berberich, Edmund Berkley, Arthur Breton, Conley Edwards, Judy Felsten, Richard Harrington, Lorraine Lee, David Ment, David Olsen, William Ray, Karen Stuart, and Wilda Logan Willis.

ARMA RICHMOND CHAPTER ANNUAL SEMINAR

The 1985 ARMA Richmond Chapter Seminar is scheduled for April 23, 1985 at the Westwood Racquet Club in Richmond, Virginia. The morning session will feature Sharon Receveur, City Archivist and Records Manager of the City of Louisville, Kentucky, speaking on information management programs. In the afternoon Brook Dowd, Executive Vice-President of ARMA National will present a case study of records management and the law office. Speakers and local records managers will be available for questions upon the conclusion of the formal presentations. For further information and a registration form, please contact Joyce W. Ellis, A.H. Robins, 3800 Cutshaw Avenue, Richmond, VA 23230. Those planning to attend the MARAC/SAARC meeting will be offered a discount registration fee.

HISTORIC GARDEN WEEK GUIDEBOOK

An official guidebook giving detailed information on places being shown during Historic Garden Week in Virginia, April 20-28, 1985, may be obtained free of charge from the Historic Garden Week Headquarters, The Kent-Valentine House, 12 East Franklin Street, Richmond, VA 23219. If requested by mail, the headquarters would appreciate a remittance of $1.00 toward the cost of the postage. The headquarters (telephone (804) 644-7776) will assist visitors in making arrangements for their visit to Virginia.

MARAC STEERING COMMITTEE
WASHINGTON, DC
DECEMBER 7, 1984

Bruce Ambacher called the meeting to order with the following persons present: Bruce Ambacher, Bob Sink, Denis Sennett, Barbara Vandergrift, Barbara Benson, Karen Stuart, Lucious Edwards, Roland Baumann, Sister Mary Ellen Gleason, Don Harrison, Adele Lerner, Leslie Kopp, Ron Becker, Jodi Koste.

Membership: Denis Sennett reported that there are over 800 people on the membership list. The exact total will not be known until the dues have been returned. The report will be updated at the spring Steering Committee meeting. Denis Sennett reported on the changes made in the membership brochure. Adele Lerner added some information and pointed to two corrections which needed to be made before another brochure is produced.

Actionmail: Denis Sennett reported on the meeting that Don Harrison, Bruce Ambacher, and he had with the staff of Actionmail. They were pleased with the services that MARAC has received from them. A price list was then distributed and a discussion of MARAC's needs and priorities followed. It was decided to get printouts from Acionmail quarterly, just prior to each Steering Committee meeting. A discussion about the feasibility of publishing an annual membership directory was tabled pending a dues increase resolution.

Dual Membership in State Caucuses: Barbara Vandergrift raised the possibility of retaining membership

in more than one state caucus and the funds distributed accordingly. After discussion, the Steering Committee mandated that financial distribution will be made based on one caucus per member.

Treasurer's Report: Bob Sink distributed a financial statement. The following was moved and passed: "Be it so mandated that a quarterly financial report be made by the Treasurer." "Be it mandated that a reserve fund be maintained." Both items were ordered to be placed in the by laws. The statement distributed by Bob Sink is essentially the same as that published in *maa XIV/1* (Winter 1985). Since that report, income increased by approximately $1800 mostly through membership renewals. Expenses increased by approximately $300. For the period June 1-November 30, 1984, $6184.26 was received as income. $2683.31 was expended leaving a total of $7186.43 in the treasury on November 30.

Dues Increase: Because of the difficulty in ascertaining the exact number of members, the figures for a projected budget were not fully available. Thus it was decided to report back by January 10, and to present the proposed dues increase figures to the membership at large to be voted on at the spring meeting.

Richmond Meeting: Jodi Koste and Lucious Edwards reported on the progress and problems relating to the Richmond meeting. The sessions are now set. The committee will give the newsletter editors the names of potential advertisers. A joint bank account will be set up with SAARC.

Harrisburg Meeting: Roland Baumann reported that everything appears to be in order.

Spring 1986 Meeting: The meeting will be held in the New York metropolitan area. Local arrangements will be chaired by Greg Hunter and Sally Brazil. Tom Wilsted will chair the program committee. A report on potential sites will be forthcoming.

Fall 1986 Meeting: The meeting will be held in Charlottesville, Virginia. The program will be chaired by Mike Plunkett. John Echtenkamp will chair the local arrangements.

Spring 1987 Meeting: The meeting will be held in Baltimore. Local arrangements will be chaired by Laurie Baty.

Semi-Annual Meetings Committee: Bob Sink reported that the committee has finished its work and that the handbook for semi-annual meetings is being printed.

Constitution Committee: After discussion led by Linda Henry, several minor changes were made in the constitution. They will be incorporated and distributed to the membership for discussion and future vote. The Steering Committee thanked Linda for the fine work done on the project. The newly revised constitution will be published in a future newsletter.

Custer Committee: Bruce Ambacher reported that Leonard Rapport has resigned from the committee. The following names were suggested for appointment to fill the vacancy: Virginia Purdy and Edmund Berkeley. The Steering Committee then mandated that the nominees for this year be placed on the ballot.

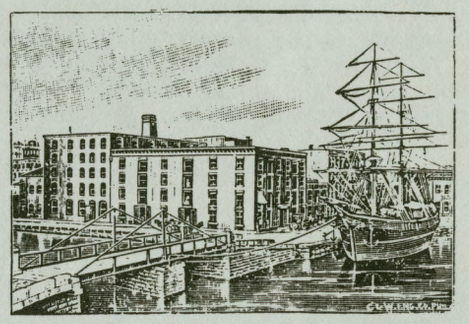
Finding Aids Award: It was reported that the gift from Frederic Cramer has been accepted as an endowment. The Finding Aids Committee was directed to use the endowment for future awards.

Nominating Committee: The committee offered a complete slate to be placed in nomination for the following offices: Chairperson, Vice Chairperson and At-Large Steering Committee members, Nominating Committee members, Custer Committee members.

International Archives Week: Mary Boccaccio and Maygene Daniels requested that MARAC commemorate this event in some fashion. Bruce Ambacher will appoint a committee to work on it.

Next Meeting: Richmond, Virginia Marriott Hotel, April 25, 1985 at 3:00 pm.

Respectfully submitted,
Bro. Denis Sennett, Secretary



Lauren Brown, MARAC Archivist, encourages all present and former officers of the Conference to bring non-current files of committee activities, meeting minutes, etc. to the upcoming meeting in Richmond. Lauren can make arrangements at that time to personally take the files to the MARAC Archives at the University of Maryland, thus avoiding any mail complications. In addition, the contents of these new accessions to the Archives will be reflected in an updated inventory which will be released later this year.

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The *MARAC Technical Leaflet Series* is seeking papers for publication. Proposed Technical Leaflets should present a "how-to" approach to a problem or situation commonly faced by archivists or manuscript curators. Papers or inquiries should be addressed to the editor of the series: Gregory S. Hunter, Manager, Corporate Records and Micrographics, ITT Corporation, 320 Park Avenue, New York, NY 10022; (212) 940-1690.

NEWS NOTES

BENTLEY HISTORICAL LIBRARY

NAMES FELLOWS FOR RESEARCH PROGRAM

The Bentley Historical Library, University of Michigan, has awarded eight fellowships to support research on problems relating to the administration of modern documentation. Recipients from the MARAC region include Roland Baumann, Pennsylvania Historical Museum Commission; Larry J. Hackman, New York State Archives; Eleanor McKay, Library of Congress; Fredric M. Miller, Urban Archives Center, Temple University; and Joan Nelson Warnow, American Institute of Physics.

The range of proposed studies includes development and analyses of documentation strategies and collection management procedures; preparation of model guidelines governing access to restricted public records in state archives; an analysis of the concept of professionalism in the archives field; development of procedures for the systematic gathering of data about users and reference services; and a citation study of the use of primary sources for the writing of social history.

Further information about the 1985 program and application forms for the 1986 program can be obtained from the Assistant Director, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48109-2133.

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REAGAN PROPOSES NEH BUDGET

President Reagan requested Congress to appropriate $126 million for the National Endowment for the Humanities (NEH) for fiscal year 1986. The request includes $84.1 million in regular program funds; $11.5 million in Treasury funds to match private gifts for Endowment projects; $16.5 million for challenge grants; and $13.9 million for administrative expenses.

Chairman William J. Bennett said that as a special initiative to preserve endangered research resources, the NEH will be establishing an Office of Preservation as an independent budget line, funded at a level of $5 million. The office will consolidate the agency's current efforts in this area and explore new ways to address the critical problem of the physical deterioration of humanities research resources.

Another special emphasis for NEH in Fiscal Year 1986 will be support for proposals on the bicentennial of the U.S. Constitution.

* *

PHOTOGRAPHIC CONSERVATION WORKSHOP

The Northeast Document Conservation Center (NEDCC) will conduct a workshop on the Conservation workshop on the Conservation and Management of Photographic Collections, May 2-3, 1985 at the Connecticut Historical Society in Hartford.

Sessions presented by conservators, photo historians, curators, and archivists will cover identification of historic processes, causes of deterioration, storage, surveying collection needs, exhibition policies, use and handling by researchers, organizing and indexing, computerized cataloguing, and copy methods. Participants will be invited to bring sample photographs from their own collections to a clinic session. Ample time will be provided for examining actual historical photographs to learn methods of identification, including microscopic examination.

The registration fee in $60. For program details and registration materials, please contact Martha Wojan, Connecticut Historical Society, 1 Elizabeth Street, Hartford, CT 06105. Telephone: (203) 236-5621.

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INTERNATIONAL VISITORS TO THE UNITED STATES

The International Archival Round Table will meet in Austin, Texas, from October 24-28, 1985, immediately before the annual meeting of the Society of American Archivists. The Round Table brings together small national delegations from member nations of the International Council on Archives between regular ICA Congresses to discuss problems in archives administration.

The presence in the United States of archivists from around the world offers American archivists a unique opportunity. Many of the archivists expected to attend the Round Table speak fluent English and might welcome invitations to visit American archival repositories or organizations to present papers and consult with their American colleagues. In order to promote such invitations, the SAA Committee on International Archival Affairs has developed a limited list of archivists who are likely to attend the Round Table and who will be able to share ideas and information of particular interest to their American colleagues.

For a copy of the list and further information, please contact Maygene Daniels, chair of the International Archival Affairs Committee, Gallery Archives (GA), National Gallery of Art, Washington, DC 20565; telephone (202) 842-6175.

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ABOLITION SOCIETY AWARD

MARAC members should note that a $500 prize is offered annualy by the Pennsylvania Abolition Society to a beginning archivist with a minority background. For details, please contact Lucious Edwards at Virginia State University in Petersburg, VA; (804) 520-6181.

COLONIAL DAMES SCHOLARSHIP AVAILABLE

A scholarship to the National Archives' Modern Archives Institute, to be held June 3-14, is available from SAA. The award is funded by the Colonial Dames of America, Chapter III. To be eligible, an applicant must be an employee of an archival institution or agengy, employed less that two years as an archivist or archives trainee, actually working with archives or manuscripts regardless of title, and be employed in an institution or agency with a fair percentage of its holdings in the period predating 1825.

Resumes, accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications, should be submitted to Jacqueline Goggin, Library of Congress, J. Franklin Jameson Papers, Washington, DC 20540, by April 1, 1985.

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NAMES OF APPRAISERS SOUGHT

The Acquisitions Section of SAA is compiling a list of Appraisers. This listing does not imply approval or endorsement by the SAA but will provide information for donors and repositories. The names will be arranged geographically. Names and addresses of appraisers who might be included on the list should be sent to Ms. Marion Hanscom, 38 Crestmond Road, Binghamton, NY 13905.

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NHPRC ARCHIVES ADMINISTRATION FELLOWSHIPS

The National Historical Publications and Records Commission will offer three fellowhips in archival administration for the 1985-86 academic year. The fellowships are intended to provide nine to ten months of advanced training in archival administration for persons who possess both archival work experience and graduate training in a program containing an archival education component. The fellowships carry a $15,000 stipend and up to $3,000 for fringe benefits. The fellowship year will begin in August or September 1985 and last nine to ten months.

Candidates for the fellowships should have at least three years' archival work experience and have completed the equivalent of two semesters' full-time graduate work.

Persons interested in applying for a Fellowship in Archival Administration should request application forms from the NHPRC, National Archives, Washington, DC 20408. The deadline for submission of completed Individual Fellowship Applications is March 30, 1985.

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RECORDS MANAGEMENT FELLOWSHIPS

The School of Library and Information Science at the State University of New York at Albany will offer two fellowships for the support of qualified students who wish to pursue the M.L.S. degree with a specialization in records and information management. Each recipient will receive free tuition for the 36-credit program and a stipend of $4,000. The program is based on components including information technology, research, archives and records management, in addition to basic courses for the M.L.S. degree.

The program will begin on September 4, 1985 and continue through the summer of 1986. Applicants for the fellowship program must meet the same requirements as other M.L.S. applicants and must be accepted into the program before being considered for the fellowship. The deadline for the fellowship applications is May 15, 1985.

Applications for admission to the School and for the fellowship can be obtained from Dr. Lucille Whalen, Associate Dean and Fellowship Project Director, SUNYA School of Library and Information Science, 135 Western Avenue, DR 113, Albany, NY 12222; telephone (518) 455-6288.

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NASARA CONDUCTS STUDIES OF PRESERVATION AND CLEARINGHOUSE NEEDS

The National Association of State Archives and Records Administrators has undertaken two important studies. The first is a study of the preservation needs of state archival programs. The second is a study of the information clearinghouse needs of the nation's archival community and public records custodians. People interested in obtaining more information on the preservation study and the clearinghouse study should get in touch with Howard Lowell, Oklahoma Department of Libraries, 200 N.E. 18th Street, Oklahoma City, OK 73105; (405) 521-2502 and Vicki Walch, 9927 Capperton Drive, Oakton, VA 22124; (703) 281-2294, respectively.

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A photocopy machine designed to make copies of volumes with tight bindings or narrow inner margins will soon be available. For information on availability and up-to-date news on its development, please contact Howard S. White, Editor, Library Technology Reports, 50 East Huron Street, Chicago, IL 60611.

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NEW GOVERNMENT REGULATIONS CONCERNING DONATIONS OF MANUSCRIPTS AND RARE BOOKS

The Deficit Reduction Act contains provisions which will seriously affect donors, appraisers and, to a lesser extent, institutions. The Act became effective on January 1, 1985.

All charitable donations of appreciated property, such as manuscripts, rare books, etc., must have a formal appraisal if the value is more than $5,000, whether singly or in aggregate. Appraisals cannot be made by the donor, the recipient institution, the party for whom the material was acquired or any person related to any of the above or regularly employed by them. Appraisals in which the fee is a percentage of the value are automatically disallowed. The appraisal must contain a description of the materials, fair market value on the date of the contribution, the specific basis and a description of how the fair market value was arrived at, and the appraiser's tax identification number. Failure to follow these guidelines results in the donation being automatically disallowed.

The institution must be sent a copy of the appraisal which they must sign as acknowledging the materials, not implying any agreement with the valuation. The institution must also report to the Internal Revenue Service if any of the donated materials are disposed of by them, in any way, during the two years following the gift. The donor must state the acquisition date of the material and its cost. They must also inform the institution of any other similar gifts made the same year.

Penalties for overvaluation: if 150% or more of the determined fair market value, the tax payer will be assessed a penalty of 30% of the tax liability understatement. The IRS may not waive any portion of this penalty unless the taxpayer shows that there was a reasonable basis for the claimed valuation and that the claim was make in good faith, and the IRS determines both that the claimed value of the property was based on a qualified appraisal made by a qualified appraiser and that in addition to obtaining such an appraisal, the taxpayer made a good faith investigation of the value of the contributed property. In addition to this penalty, a disallowance rule applies as follows: for claimed overvaluations of 150-175% of the correct value, one-half of the appreciation is disallowed; 175-200%, all of the appreciation is disallowed; claimed overvaluations exceeding 200%, all of the deduction is disallowed.

Estate and gift taxes have been similarly dealt with. Understatement between 2/3 and 1/2 of the correct value results in a penalty of 10% of the tax liability understatement. Between 50 and 40 percent of this increases to 20%; less than 40% of correct value it is 30%. As with overvaluations, these penalties are not applicable if the tax liability underpayment is under $1,000, and the IRS may waive the penalties for good faith valuations having a reasonable basis.

The appraiser can be assessed the same penalties as the taxpayer if found to have aided the donor in undervaluing or overvaluing material. Additionally, the IRS can automatically disallow all appraisals by any appraiser against whom civil penalties have been assessed.

For further information, please refer to Kenneth W. Rendell's article in *AB Bookman's Weekly*, November 19, 1984, p. 3611-3621.

RARE BOOKS AND MANUSCRIPTS
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- Catalogues issued
- Appraisals
- Collection development
- Sales on commission

JOSEPH J. FELCONE INC. *Rare Books*
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609-924-0539

ARCHIVISTS' CALENDAR

The Lake Ontario Archives Conference (LOAC) will hold its 17th annual meeting June 14-15, 1985 in Albany, New York. The meeting will offer both basic and advanced sessions in areas such as records appraisal and acquisition, description, reference and access, automation, public programs, and administration. A special focus of the meeting will be on the future direction of LOAC and on its importance to the region's historical records community. People wishing to receive LOAC meeting information should contact: Neil D. Hanson, LOAC Conference Chairperson, Albany County Hall of Records, 27 Western Avenue, Albany, New York 12203.

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The New England Archivists spring meeting will take place May 3 and 4, 1985, at Williams College, Williamstown, MA 01267. Conference sessions will address management of archives. Individual sessions will be devoted to such themes as personnel, managing the future, and case studies. Additional session topics include copyright law and the archival impact of the emerging research fields of industrial archaeology and the history of technology. For further information contact Stuart Campbell, NEA Public Relations Officer, Clark University Archives, 950 Main Street, Worcester, MA 01610; (617) 793-7206.

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The annual spring meeting of the Midwest Archives Conference will take place May 9-11, 1985 at Chicago's Bismark Hotel. Of interest to archivists, librarians, records managers, and related professionals, the three-day program includes sessions on conservation and appraisal of records as well as presentations and discussions on a variety of archival issues and skills. An information fair will supplement the sessions and presentations. For further information, contact: Kevin B. Leonard, Northwestern University Archives, Evanston, IL 60201; telephone (312) 491-3136.

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The nineteenth annual Archives Institute sponsored by Emory University, Division of Library and Information Management, in cooperation with the Georgia Department of Archives and History, will be held in Atlanta from June 10-21, 1985. Designed for beginning archivists, manuscript curators, and librarians, the comprehensive program also includes a practicum experience in local archives. Tuition (non-credit) is $275.00. Participants may also register for academic credit (four semester hours) from Emory University.

Enrollment is limited and applications close on April 1. For additional information, contact Archives Institute, Division of Library and Information Management, Emory University, Atlanta, GA 30322 or the Georgia Department of Archives and History, 330 Capitol Avenue, S.E., Atlanta, GA 30334.

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This summer, St. John's University's Division of Library and Information Science will offer an introductory course in archives and manuscripts. The course, which will run from June 20 - July 25, 1985, is entitled: "Archives and Manuscripts: Basic Functions and Current Issues." The instructor is Gregory S. Hunter, Manager of Corporate Records and Micrographics for ITT Corporation. For more information please contact Dr. Mildred Lowe, Director, Division of Library and Information Science, St. John's University, Grand Central and Utopia Parkways, Jamaica, New York 11439.

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The fourteenth annual Institute for Historical Editing is scheduled for June 16-28, 1985, in Madison, Wisconsin. Funded in part by the Andrew W. Mellon Foundation and sponsored by the NHPRC, the State Historical Society of Wisconsin, and the University of Wisconsin, the Institute provides detailed theoretical and practical instruction in documentary editing. Applicants should hold a master's degree in history or American studies. For information and application form, contact the NHPRC, National Archives, Washington, DC 20408; (202) 523-5384. Application deadline is March 15, 1985.

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The spring meeting of Oral History in the Mid-Atlantic Region (OHMAR), "Oral History and the Community: An Introspective View," will be held at Rutgers University, Camden, NJ, on March 30, 1985. The conference will include sessions on labor history and Afro-American history, as well as basic instructional presentations on the processing of tapes, funding oral history, interviewing techniques, and the use of oral history in the classroom. The registration fee for the conference is $10 ($5 for low-income, unemployed, senior citizens, and students), and a box lunch will be available for $4. For registration materials and further information, please contact Perry K. Blatz, New Jersey Historical Commission, 113 West State Street, CN 305, Trenton, NJ 08625; telephone (609)292-6062.

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The Harry Ransom Humanities Research Center Conservation Department will conduct the 4th Annual Seminar on "Conservation of Archival Materials" April 10-12, 1985. This year's focus is on the conservation of modern manuscripts on paper. For more information, contact Patricia Palmer at (512) 471-9117 or write HRHRC Conservation Department, P.O. Drawer 7219, Austin, TX 78713.

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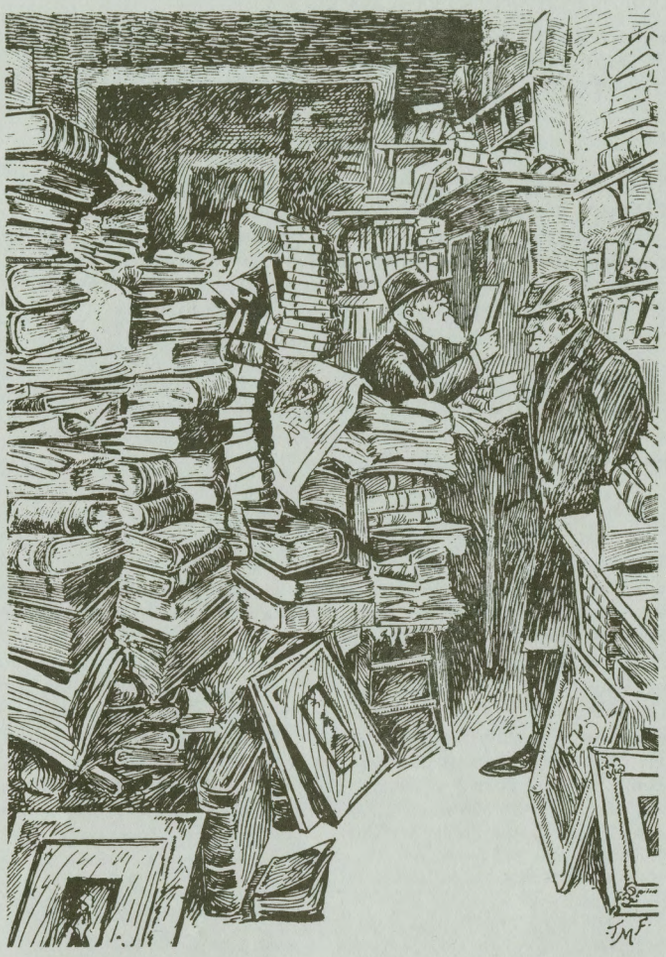

REFERENCE SHELF

Alan Jay Lincoln, *Crime in the Library: A Study of Patterns, Impact, and Security*. New York, NY: R.R. Bowker Company, 1984. 89 pages, $26.95.

In this three-year study of crime patterns in public libraries, Lincoln found the library now shares its image as a quite, comfortable, and safe place with the reality of theft, vandalism, and disruption. An Associate Professor of Law and Justice at the University of Lowell and Director of the Center for Study of Crime in Public Places, Lincoln is qualified to educate library staffs in this vital area not covered in typical library school curriculums.

Crime in the Library covers four key areas: theft (of books, materials, equipment, and personal property), vandalism, robberies and assaults (on staff and patrons), and problem patron behavior. Lincoln integrates criminology, sociology, and "victimology" in an interdisciplinary approach to help the reader understand the issues and take steps to prevent or minimize the effects. The book has numerous tables and checklists on crime categories, frequencies, and state and national patterns. It also includes data on the impact and success of security measures in use. A "security checklist" is provided.

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Michel Duchein, *Obstacles to the Access, Use and Transfer of Information from Archives: a RAMP Study*. Unesco, General Information Programme & UNISIST, Paris, 1983. PGI-83/WS/20

This study has been prepared as a practical guide for archivists planning programs to facilitate access and use of information in public and private archives. Chapters include an Introduction which discusses the idea of access and conflicting principles, Access to Archives, Material Obstacles, Diffusion of Archival Information which discusses legal and practical problems and Special Cases which includes a/v archives, machine readable archives and the archives of international organizations. The appendix includes texts of laws in force in various countries concerning access and a bibliography. This is a very interesting publication discussing access in terms of theory and practice. In each section there are examples of how different countries deal with various situations, so in effect, it is a comparative study on an international level. It does well in bringing out the practical effects of different proactices and the various kinds of solutions to problems.

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Nancy A. Peace, *Archival Choices: Managing the Historical Record in an Age of Abundance*. Lexington, MA: Lexington Books (D.C. Heath and Co.), 1984. 147 pp.

"The archivist can no longer be simply a preserver but must be a destroyer as well." This book was prompted by this thought and, in chapters covering collections as diverse as literary manuscripts and Congressional collections, seven essayists discuss the problem of how the archivist will determine what is to be destroyed. The book offers very practical, and sometimes very disturbing, advice to archivists overwhelmed by today's apparently unmanageable collections.

Two chapters are of particular interest. In an essay on the hazards of deaccessioning, Lawrence Dowler offers some thought-provoking comments on how such decisions can affect accessioning policies; and John Dojka and Sheila Conneen outline a realistic, *a la carte* approach to records management that can be used in a variety of archives to streamline the accessioning process.

This book raises questions that will broaden the reader's way of thinking about accessioning and deaccessioning. But, unlike too many books on the subject, it goes beyond the questions it raises to offer reasonable and practical advice.

- David Carmicheal

PROPOSED CONSTITUTION

1. Name

The name of this organization shall be the Mid-Atlantic Regional Archives Conference, Incorporated, hereafter called the Conference.

2. Objectives

The Conference is a non-profit member-oriented professional organization, incorporated in Delaware. Its objectives are to promote cooperation and communication among individuals interested in archival and manuscript materials.

3. Membership and Dues

Individual membership shall be open to any person who has paid all dues assessed by the Conference. Membership is not open to institutions. Only members hold voting privileges.

4. Officers and Steering Committee

The officers of the Conference shall be Chair, Vice Chair, Secretary and Treasurer. The Steering Committee shall consist of the officers, one (1) State Representative from each state represented by the Conference and the District of Columbia and four (4) Members-at-Large. Steering Committee members shall be elected at large and shall serve for two (2) year terms, except those elected to fill one-year vacancies.

5. Government

The membership assembled in a business meeting is the highest authority of the Conference. The Steering Committee shall be responsible for the management of Conference affairs except that the membership assembled in a business meeting shall be able, by majority vote, to overturn a Steering Committee decision, or require the Steering Committee to take an action.

6. Meetings

The Conference shall hold two regular meetings a year for the purpose of providing a program of interest to members and to transact business. Special meetings for any purpose may be called by the Steering Committee or at the written request of one-fourth (1/4) of the members.

7. Bylaws

The Conference shall have such bylaws as may be necessary to regularize its organization, administration and operations. Bylaws may be changed by majority vote of the members present at a business meeting.

8. Amendments

Amendments to this Constitution shall be proposed by twenty five (25) members in writing to the Secretary. Proposed amendments shall be mailed to the membership at least thirty (30) days

before a business meeting in order to be discussed at that meeting. After being discussed at the business meeting, a proposed amendment shall be voted on by mail ballot of the full membership. The ballot shall be mailed no more than fifteen (15) days after the conclusion of the business meeting. A special committee shall be appointed by the Chair to tally the votes. A majority of the votes cast shall be binding.

9. Dissolution

In the event of dissolution, all the assets of the Conference shall pass to the agency or agencies designated by the Steering Committee.

PROPOSED BYLAWS

1. Duties of Officers

A. The duties of the officers shall be those usually associated with these positions except when defined otherwise in these Bylaws.

B. The Chair shall serve as ex-officio member of the Finance, Membership Development, Education/Outreach and Publications Committees. The Vice Chair shall serve as ex-officio member of the Program and Local Arrangements Committees. The Treasurer shall serve on the Finance Committee. The Secretary shall serve on the Membership Development Committee.

C. In the case of a vacancy in the Chair, the Vice Chair shall assume that office and hold it until the next annual election. If other Officer or Steering Committee positions become vacant, the Chair shall appoint replacements to serve until the next annual election.

D. In the absence of the Chair and Vice Chair, the Steering Committee shall appoint one of its members to preside at business and Steering Committee meetings.

E. The Treasurer shall prepare an annual budget and issue quarterly financial reports.

2. Terms of Office

A. The Chair, Vice Chair and Members-at-Large shall be elected in odd-numbered years. The Secretary, Treasurer and State Representatives shall be elected in even numbered years.

B. Terms of office for Officers and Steering Committee members shall begin at the conclusion of the meeting following their election.

C. Any Steering Committee member who fails to attend three (3) consecutive meetings may be removed from the Steering Committee by a majority vote of the Committee.

D. Members-at-Large shall be ineligible for immediate reelection.

3. Nomination and Election

A. The Nominating Committee shall consist of five (5) members. Two (2) shall be outgoing Steering Committee members chosen by the Steering Committee, and three (3) shall be elected by the membership by mail ballot. The Nominating Committee shall elect its own chair from its membership.

B. Nominating Committee members shall serve for one (1) year terms and may not succeed themselves. Terms shall begin at the conclusion of the meeting following their election.

C. The Nominating Committee shall be bound to nominate for an office a candidate named in a nominating petition signed by at least ten percent (10%) of Conference members. The Nominating Committee shall solicit State Representative nominees from the state caucuses preceding the elections for State Representatives.

D. The Nominating Committee shall issue an official ballot at least sixty (60) days before the first meeting of the calendar year. Ballots shall include space for write-in candidates for each position. Ballots shall be returned to the Nominating Committee thirty (30) days after being mailed.

E. The Nominating Committee shall tally the ballots and send the results to the Secretary, who shall promptly notify all candidates of the results. Names of the successful candidates shall be announced at first business meeting of the calendar year. Ballots shall be destroyed following formal announcement of the results.

F. A nominee receiving the highest number of votes for an office shall be elected to that office. In the event of a tie vote, the Nominating Committee shall mail a second ballot containing only the names of the tied nominees within fifteen (15) days of the first tally. These ballots shall be returned to the Nominating Committee within fifteen (15) days.

4. Meetings

A. Written notice of regular or special meetings shall be mailed to the membership at least thirty (30) days before the meeting.

B. A quorum for a business meeting shall consist of one-fourth (1/4) of the members registered for that meeting.

C. A Steering Committee quorum shall consist of two officers and six other Steering Committee members.

D. Steering Committee meetings shall be open to Conference members.

5. Committees

A. The Standing Committees of the Conference shall be: Nominating, Program, Local Arrangements, Finance, Membership Development, Publications,and Education/Outreach. Standing Committees shall be comprised of at least three (3) members.

B. Standing Committee members shall be appointed by the Conference Chair. Each committee shall elect its own chair. Members may not chair more than one Standing Committee.

C. Special committees may be created by the Steering Committee. Members shall be appointed by the Conference Chair.

D. The awards committees shall be the Arline Custer Award Committee and the Finding Aids Award Committee. Members of the Custer Committee shall be nominated and elected for 3 year staggered terms following provisions of Bylaw 3. Members of the Finding Aids Awards Committee shall be appointed by the Conference Chair for 3 year terms. Each committee shall elect its own chair from its membership.

6. Dues

A. Annual dues shall be established by the Steering Committee.

B. Changes in dues proposed by the Steering Committee shall be ratified by a majority vote at a business meeting. Notice of dues changes shall be mailed to members at least thirty (30) days before that meeting.

7. Represented States

The District of Columbia and the following states shall elect a State Representative to the Steering Committee: Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia and West Virginia.

8. Records

A. The official records of the Conference shall be preserved at a repository within the Conference region selected by the Steering Committee. Records shall be placed on loan, subject to withdrawal by order of the Steering Committee.

B. An employee of the institution holding the records, who is also a Conference member, shall be appointed Conference Archivist and shall serve without term unless recalled by a majority vote of the Steering Committee.

C. All Steering Committee members and other Conference members holding Conference records shall send all such records to the Conference Archivist when such records become noncurrent.

9. Parliamentary Authority

Sturges' Standard Code of Parliamentary Procedure shall govern the Conference in all cases to which it is applicable and consistent with the Conference's Constitution and Bylaws.

Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery Long, *Archives and Manuscripts: Administration of Photographic Collections*. Chicago: Society of American Archivists, 1984. $14 to SAA members, $18 to others.

Administration of Photographic Collections addresses all aspects of managing photographic materials, from appraisal and accessioning through research use. The emphasis is on means of administering historical photographs from an archival perspective, stressing the development of systems to organize, access, and preserve entire collections, ranther than an item-by-item approach to single images.

* *

Richard J. Cox, "State Government Publications and State Archival Institutions" in *NASARA Clearinghouse*, vol. 7, no. 2 (Dec. 1984), p. 4-5,16. This article deals with the management of massive state government publications within the context of the state archives. Available from NASARA, North Carolina State Archives, 109 East Jones Street, Raleigh, NC 27611.

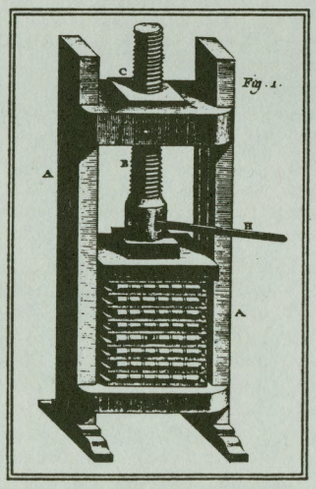
* *

Chase Weaver, "In Search of the Perfect (± 1.5%) Hygrometer Slings and Other Errors and the Covey and the Haar," *Society of California Archivists Newsletter*, no. 44 (Jan. 1985) p. 5-6. A humorous article on measuring humidity.

* *

The proceedings of the Conference on Archives and Society held in Clarksville, Tennessee, June 7-8, 1984, have been published in *Tennessee Archivists Newsletter*, no. 13 (Fall 1984).

* *



STATE AND LOCAL NEWS

DELAWARE

The Delaware State Historical Records Advisory Board's assessment project is nearing completion. All appointed task forces have completed their studies. A final Board report on the conditions and needs of historical records in Delaware is expected by July.

* *

As part of the NHPRC-funded statewide assessment project, the state Bureau of Archives and Records Management (B/ARM) will be publishing the state's first directory of historical records repositories in Delaware. It will be completed and distributed by April. MARAC members wishing to receive a copy should contact the Bureau at: Hall of Records, Dover DE 19901; telephone (302) 736-5318.

* *

The B/ARM will be hosting a meeting of the Diamond State ARMA Chapter in April. Included will be a tour of the State Archives and Records Center as well as a special presentation on records activities in state government at the chapter's dinner meeting.

* *

As part of its 80th Anniversary celebration of establishment in 1905, the State Archives will be mounting a special documentary exhibit in its newly expanded research room in June.

* *

The Delaware State Archives recently received a $46,414 grant from the Research Resources Program of the National Endowment for the Humanities (NEH) for a two-year project to organize its 50,000 item collection of historical photographs. The award of this grant culminates a two-year effort to assess the condition and needs of the Archives photograph holdings.

NEW JERSEY

The State Records Commission recently adopted "Guidelines to Determine Intrinsic Value," to assist local records custodians. The Commission also approved "Guidelines for the Care and Handling of Computer Magnetic Tape and Flexible Discs." The development of guidelines for legal disposition of machine readable records is currently being discussed by the State Task Force for Machine Readable Records.

* *

As part of a continuing program of services to municipalities, the Division of Archives and Records Management recently sent representatives to the annual conference of the New Jersey League of Municipalities. A staff member was available

continued on next page...

continued from page 9

throughout the conference to answer questions and distribute information, and members of the archives and microfilm sections' staff were available. The Division provides 567 municipalities with advice, authorization for records destruction, and microfilm services.

NEW YORK

New York State Historical Records Coordinator Larry J. Hackman has appointed a ten-member advisory committee for the statewide Historical Documents Inventory program. The Historical Documents Inventory (HDI), supported by State and Federal funding, surveys historical records in archives, historical societies, libraries, museums, and other historical records repositories throughtout the state and publishes county-by-county guides to these records.

The new advisory committee will be chaired by George Jurkowich, vice president of Chase Manhattan Bank, and includes experts from the archival, library, historical agency, and research communities from throughout the state.

Since 1978, the New York Historical Resources Center at Cornell University has been conducting the project to locate, identify, and describe the documentary historical resources in New York State repositories. Initially funded by the NHPRC, a number of private foundations, and Cornell University, the HDI has recently received support from the New York State Legislature, matching money from the NEH for work in New York City. The survey of Staten Island has been completed and repositories in Brooklyn are now being inventoried. Thirty-nine counties in upstate New York have also been surveyed.

The HDI is accomplished by fieldworkers, trained by the Center, who visit the repositories and inventory their documentary holdings. Indexed guides to historical resources are published for each county and distributed to all participating repositories in the county. Guides are also available for purchase by interesed institutions and individuals. In addition to the printed guides, the information becomes part of the RLIN national on-line data base and, as such, constitutes the first comprehensive reporting of a state's historical documentary resources. The guides and the data base contain a wealth of information on all aspects of life in New York State and the United States and are of great interest to community researchers, genealogists, scholars, and the general public.

Field archivists in Brooklyn are: Leslie Hansen Kopp, Julie E. Miller, Janice Quinter, Daniel Soyer, and Richard W. Steele. Patricia E. White is surveying in Albany and Onondaga Counties.

For more information on the HDI contact: The New York Historical Resources Center, 506 Olin Library, Cornell University, Ithaca, NY 14853; (607) 256-4614.

* *

"The Cops and the Combination," an exhibition presented by the City of New York Municipal Archives that explores the encounter between New York City's police and the New York underworld from the mid-19th century through the 1940's, will open on March 19, 1985. The exhibition is free and open to the public, Monday through Friday, 9 am to 5 pm, through July 12, in the lobby of the Surrogate's Court at 31 Chambers Street, Manhattan.

The exhibition describes the growing professionalization of both the criminal enterprise and law enforcement. In 1845, New York City established a full-time, salaried police force to combat the increase in crime. In addition to documents and photographs from the Municipal Archives, other artifacts in the exhibition include examples of weaponry and an authentic police booking desk. Film stills, songsheets, and a continuous ten-minute slide tape will dramatize how the underworld captured the imagination of the American public. Schedules for related walking tours and a film series will be announced at a later date.

* *

A bill to establish a trust fund for the New York City Department of Records and Information Services (DORIS) has been introduced in the City Council. The trust fund would grow from the sale of items that are of intrinsic value to collectors, but are not essential for the city's archives, as well as from general donations. These proceeds would then be invested and the interest would be used for special projects, exhibits, lectures, education programs and special collections management. DORIS operates a records management program, an archives program and a reference library for the city.

* *

Eugene J. Bockman, Commissioner of the Department of Records and Information Services (DORIS), said that recent allegations that New York City voting registers (1873 to 1956) were to be destroyed were unfounded and untrue. The records are unarranged and cannot be referenced at this time. In addition to locating suitable storage space, DORIS is also endeavoring to secure assistance to organize and microfilm this collection so that the materials will finally be available to researchers.

The collection consists of approximately 50,000 volumes of 50 pages each. They are from Manhattan, Queens, and Richmond Counties. It is estimated that this represents about 27 million names arranged by assembly district and election district. In addition to information directly related to voting, the records (although varying over time) may include date of naturalization and court where naturalization occured, and information on home ownership.

PENNSYLVANIA

The conference, "Documenting Local History: Pittsburgh and Allegheny County Records," was held in Pittsburgh on November 17, 1984, sponsored by the Historical Society of Western Pennsylvania. Among the featured speakers were Richard Cox, former archivist of the City of Baltimore and currently with the Alabama Department of Archives and History, and Roland Baumann, chief of the Pennsylvania Division of Archives and Manuscripts. Baumann noted in his address that "public records are a public responsibility" and chided Allegheny County officials for seeming "more interested in evading his pressure than coming to grips with their massive records management problem."

The Pittsburgh press recently reported that hundreds of boxes of county records dating from the 18th century are moldering in the filthy sixth-floor attic of the county courthouse, where holes in the roof allow rain to soak the records, Condition of the records is described as dismal, and most Allegheny County officials involved in the Division's recent year-long, statewide study of county records were unavailable for comment. County administration director Scott O'Donnell, however, maintained that the county has wanted to develop a better approach to records management and a climate-controlled archives for some time but has lacked the necessary funds.

Frank Zabrosky, curator of the Archives of Industrial Society at the University of Pittsburgh, recounted 15 years of struggle to save important records before local officials got court orders to destroy them, and survey archivist Kenneth White characterized the threat to records as a race against time.

VIRGINIA

The Records Branch of the Virginia State Library has completed microfilming the vital and historical records in 80 of the 123 Virginia Circuit Court offices. Minutes and baptismal records of area churches are also included. The Archives Branch is microfilming land tax books, 1782-1850.

The Civil War in America: High Street, Richmond, Virginia from London Illustrated News, July 26, 1862.

PEOPLE

BARBARA NISS has been appointed as Associate Archivist with the Fiorello H. LaGuardia Archives at LaGuardia Community College. She had previously been with the Medical Archives at New York Hospital/Cornell Medical Center.

* *

CORNELIA H. FRISBEE HOUDE has been appointed as Vital Records Analyst at the Albany County, NY, Hall of Records. Her previous position was with Historic Cherry Hill.

* *

ROGER S. KOHN has been appointed as archivist at Yeshiva University. Dr. Kohn previously served as archivist at the Consistory of Paris and taught at Gratz College in Philadelphia.

* *

ROY H. TRYON, Chief of the Delaware Bureau of Archives and Records Management has been appointed to the advisory board of the Minnesota Historical Society's NHPRC-funded study and analysis of government records micrographics quality standards and quality assurance. He will represent the National Association of Government Archives and Records Administrators.

* *

SARAH WHITLEY FERGUSON has joined the firm of Joseph J. Felcone, Inc., of Princeton, NJ. She was formerly rare book cataloguer at the Library Company of Philadelphia.

* *

MARY M. WOLFSKILL, formerly an archives specialist in the Library of Congress Manuscript Division, has been appointed assistant head of that Division's Reference and Reader Service Section.

* *

MICHELE F. PACIFICO has left her position as archivist at the Brookings Institution to join the National Archives' Records Disposition Division.

* *

RICHARD MARCUS, archivist at Spertus College of Judaica in Chicago, will join the staff of the Disposition Branch, Office of Federal Records Centers, National Archives.

* *

FAYE PHILLIPS, archivist, Troup County, Georgia, has joined the National Archives' staff.

* *

JANET EVANDER has been named archivist of the Elizabeth Robins papers at New York University.

* *

PETER J. WOSH has been appointed Archivist at the American Bible Society. Previously, he had served as Archivist at Seton Hall University. He can be reached at the American Bible Society, 1865 Broadway, New York, NY 10023. Telephone: (212) 581-7400. Peter resides in New Jersey and will continue to serve as that state's representative on MARAC's Steering Committee.

* *

ANNAMARIE SANDECKI has been appointed as Archivist at N.W. Ayer, Incorporated. She was previously Assistant Archivist at J. Walter Thompson Company.

* *

Alma Burner Creek, a member of the Rare Books and Special Collections staff at the University of Rochester's Rush Rhees Library, died on February 7, 1985, after a long illness. Having joined the library staff in 1968, she was active in many local history organizations and committees in Rochester, and was compiler of *Maps of the Genesee Valley and Finger Lakes Region, 1776-1950*. Alma served on the Local Arrangements Committees for both the Lake Ontario Archives Conference (1983) and the spring meeting of MARAC (1984), for which she was co-chair.

A memorial service was held in Rochester on February 17th. A memorial book fund, for the purchase of local history materials, has been established; contributions may be sent to Catherine Hayes at Rush Rhees Library, University of Rochester, Rochester, NY 14627.

EMPLOYMENT OPPORTUNITIES

Two positions, United Negro College Fund:

PROCESSING ARCHIVIST. Full-time entry-level position to work in an institutional archives for a non-profit fundraising company. Primary responsibility is to arrange and describe UNCF records. Other duties are to accession records, appraise records, and to assist in answering reference requests. Minimum qualifications: B.A. in history or related field with at least one year of processing experience. Good writing skills, knowledge of history of black education desirable.

LIBRARY ARCHIVIST. Experienced person to accession, arrange, and describe materials, handle reference requests, and perform other activities relating to the operations of the archives. Qualifications: 2-5 years experience in archival work or library science. Graduate course work in black social history desirable. Some travel necessary.

Please send letter and resume to G. Roland Wilson, Director of Personnel, United Negro College Fund, 500 East 66th Street, New York, NY 10021.

* *

REFERENCE ARCHIVIST. Bentley Historical Library, University of Michigan. Responsible for reference services and program of the library, including management of daily reference activities, presentations to university classes (graduate and undergraduate levels) and to other user groups. Qualifications: advanced degree in American history, American studies, library science or related field, and two years work experience in an archives or modern manuscript repository. (Formal coursework in archival administration may be substituted for one year professional experience.) Depending on qualifications and experience, the appointment will be made at the assistant or the associate archivist level. Salary $17,000-$25,000/23,000-30,000, plus U-M benefits. Position will be available on July 1, 1985. Submit a letter of application enclosing a resume and a list of three references to: William K. Wallach, Assistant Director, Bentley Historical Library, University of Michigan, 1150 Beal Avenue, Ann Arbor, MI 48109-2113. Application deadline is April 30, 1985. The University of Michigan is a non-discriminatory, affirmative-action employer.

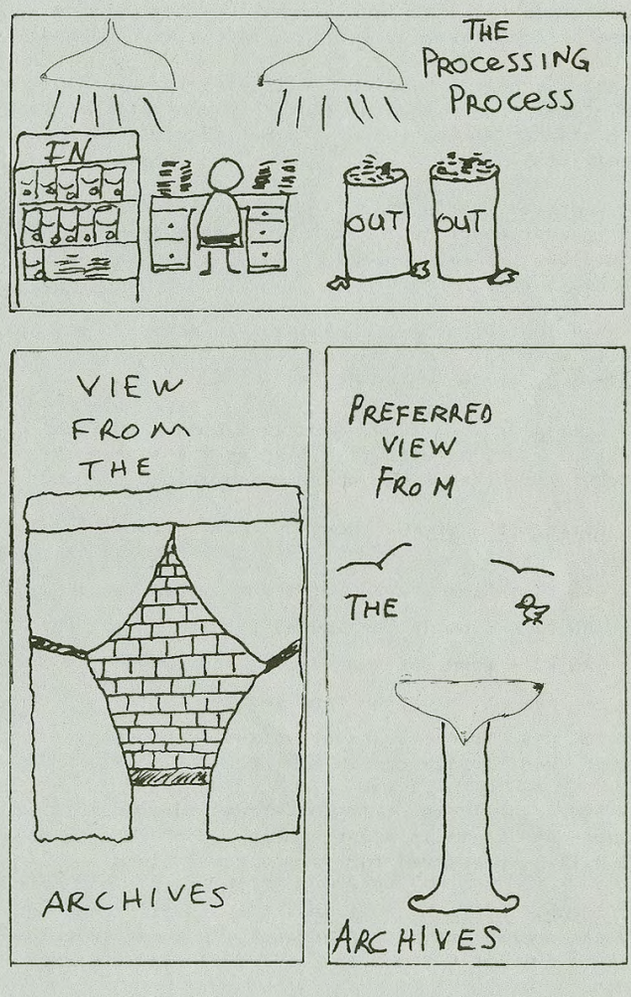
* *

ASSISTANT ARCHIVIST at America's oldest and best advertising agency (founded 1864; *Adweek*'s Agency of the Year, 1983). Must like people and computers, and possess good judgment, communications skills, conscientiousness, creativity, and a sense of humor. Also, a graduate degree and archival experience. Aid everyone from the Chairman to the latest trainee. Evaluate accessions, determine processing priorities, do research, answer inquiries from around the world, design exhibits, and continue marketing the archives. Send letter, salary requirements, resume, and names of two references to Nancy Fitzpatrick, J. Walter Thompson Company, 466 Lexington Avenue, New York, NY 10017.

* *

The Polaroid Corporate Archives offers internships to graduate students during each semester of the school year. The internships are unpaid, but carry a stipend of $250 per semester. For further information, please contact Helen Waschuk, Director of Special Projects, The Polaroid Corporate Archives, 119 Windsor Street, Cambridge, MA 02139 or telephoe (617) 577-3224 or 577-3309.

* *



What are these? Why, they're ARCHIMARKS (ARCHival bookMARKS)! They are available, in sets of eight, for $3.00, from Mary Boccaccio, 9 Jute Road, Rocky Point, NY 11778 or David Carmicheal, 1201B Longwood Place, Coram, NY 11727.

THE FUNNY PAGE

NOT THE MARAC TECHNICAL LEAFLET

Archival Processing of Freezer Collections

by Gregory S. Hunter

Day in and day out, archivists process other people's collections only to go home to disorganized refrigerator freezers. This is a source of inconvenience and frustration for individual archivists, as well as cause of embarrassment for the profession as a whole.

In this Technical Leaflet I will offer a practical, "how-to" approach toward organizing your freezer to meet standards approved by the SAA (Society of Amana Archivists).

1. Appraise What's There. Do a quick appraisal of the freezer contents. Keep things that are green and should be. Discard things that are green and should not be.

2. Develop Retention Schedules. In general, you should keep for seven years all items that may be audited by the Board of Health.

3. Accession Your Food. Assign a number to each package. Keep a donor file listing the supermarket, butcher, or other store where you acquired the item.

4. Arrange the Items. Develop record groups by office of origin. One system that has worked is:

RG #1 - From the sea (fish, seaweed, etc.)

RG #2 - From in the ground (fruits & veggies)

RG #3 - From the sky (birds, snowcones)

RG #4 - From on the land (meats)

In this way, freezers are organized by provenance rather than Providence.

5. Store the Items. Use acid-free aluminum foil or encapsulate items in plastic wrap. Foods stored this way will be preserved for future generations.

6. Establish Access Policies. You usually need to request access one day in advance, in order to allow food to defrost. Remember to de-accession consumed items.

By following this simple six-step procedure, archivists can gain control over their freezer collections and again walk with their heads held high. To paraphrase F. Gerald Ham, the "archival edge" need not stop at the refrigerator door.

Gregory S. Hunter has had eight years experience as an archivist and over thirty years experience with refrigerators. He also is editor of the MARAC Technical Leaflet Series.

* *

No coats, no bags, no food
No tolerance for the rude

No smoke and no drink
We're more strict than you think

Briefcases put away
But you, of course, may stay

Use pencils instead of pens
We'll become the best of friends

Leave books upon the table
Don't reshelve, 'cause you're not able

Copying without approval
Will lead to one's removal

-- Ed Skipworth
Rutgers University

Publications from the Society of American Archivists

The publications program of the Society of American Archivists has grown continually since the Society's founding in 1936. SAA's publications cover a wide range of topics in archives, from basic archival functions to advanced archival theory. The Society also distributes many archives-related publications of other publishers. Discount prices on all publications from the Society are available to SAA members.

Basic Manual Series I

Archives & Manuscripts: Appraisal and Accessioning, Maynard Brichford
Archives & Manuscripts: Arrangement and Description, David B. Gracy II
Archives & Manuscripts: Reference and Access, Sue E. Holbert
Archives & Manuscripts: Security, Timothy Walch
Archives & Manuscripts: Surveys, John A. Fleckner

Basic Manual Series II

Archives & Manuscripts: Exhibits, Gail Farr Casterline
Archives & Manuscripts: An Introduction to Automated Access, H. Thomas Hickerson
Archives & Manuscripts: Maps and Architectural Drawings, Ralph Ehrenberg
Archives & Manuscripts: Public Programs, Ann Pederson and Gail Casterline
Archives & Manuscripts: Reprography, Carolyn Hoover Sung

Archives & Manuscripts: Administration of Photographic Collections, Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long

Archives & Manuscripts: Conservation, Mary Lynn Ritzenthaler

Archival Forms Manual

Evaluation of Archival Institutions

Information Management, Machine-Readable Records, and Administration: An Annotated Bibliography, ed. Richard M. Kesner

Management of Archives and Manuscript Collections for Librarians, ed. Richard H. Lytle

Museum Archives: An Introduction, William Deiss

Religious Archives: An Introduction, August Suelflow

Select Bibliography on Business Archives & Records Management, ed. Karen M. Benedict

Understanding Progress as Process: Final Report of the Joint Committee on Archives of Science and Technology

To obtain a complete list of SAA publications, write The Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

Brother Denis Sennett
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This newsletter was mailed
the week of March 11th.

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The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* for $5.00. Requests for back copies of *maa* ($1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524.

Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903. Telephone (201) 932-7006/7527. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from : Leslie Hansen Kopp, Production Editor, *maa*, 752 West End Avenue 17K, New York NY 10025.

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